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4 JUN 1981

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MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Acting Director of Medical Services
Director of Security
Director of Training & Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Cost Reduction and Efficiency (CORE) Working Group

1. To assist me in an initial review of the support services we provide and the efficiency with which we provide them I am establishing the subject Working Group. Chaired by [] it will be comprised of each DDA deputy office director. The CORE Working Group will focus, initially, on two areas:

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- a) the efficiency and cost effectiveness with which we provide support to our customers; and;
- b) the identification of services that are duplicated elsewhere in the Agency (e.g. graphics, micrographics).

The final product of these efforts will be recommendations to me that identify possible areas for increased efficiency or for cost reduction (i.e., either a realignment of the manner in which a service is provided, the elimination of a discrete support function, or the reduction in an existing service level).

2. I have been charged by the DCI with reporting to him the findings of our initial review of the services we provide to our customers and the manner in which we provide them. My final report is due in 60 days and I am committed to interim reporting as well. This Working Group will be the principal means through which we conduct this review. For your planning purposes you should assume that, at least for the next two or so months, your deputies will be devoting about 50% of their time to this responsibility.

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3. My first meeting with the CORE Working Group has been scheduled for Tuesday, 9 June 1981, 1600 hours in room 7D32, Headquarters. I will discuss this issue in more detail then and will answer any questions that the CORE members may have. I am looking forward to this endeavor and am anticipating a successful and productive outcome.

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Harry E. Fitzwater~~UNCLASSIFIED~~